

## TECHNICAL BID

Name of work: A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

CLIENT:

DIRECTOR NIPGR,  
NEW DELHI



## TENDER DOCUMENT

**Name of work:** A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

**CLIENT:** DIRECTOR, NIPGR  
NEW DELHI

**COST OF TENDER DOCUMENT: ₹ 500.00**

42

**TENDER DOCUMENTS**

**Name of work:** A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

**Owner :** Director, NIPGR, JNU campus, New Delhi

**Tender Issued to :**

---

---

---

**Place for submission/  
Place opening of tender document:**

NIPGR Campus,  
Aruna Asaf Ali Marg,  
New Delhi-110067

**Consultant Engineer  
NIPGR, New Delhi**

**Last date for sale of tenders:** 18.04.2016 up to 04.00 P.M.  
**Date/Time of submission :** 21.04.2016 before 2.30 P.M.  
**Date/Time of opening :** 21.04.2016 at 03.00 P.M.

**Consultant Engineer  
NIPGR, New Delhi**

4 ✓

## TENDER FORM

To

The Consultant Engineer  
NIPGR Campus,  
Aruna Asaf Ali Marg,  
New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to the "A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance."

- Tender Form
- Notice Inviting Tender
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- General site rules, procedures and precautions
- Schedule of Quantities
- Terms & conditions
- Annexure I - Certificate for Site Inspection
- List of AC in NIPGR

I/We hereby offer to execute the work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance with the specifications, designs and instructions in writing referred to in the conditions of tender.

**(Seal & Signature of Contractor)**



# NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

Aruna Asaf Ali Marg, New Delhi – 110 067

Phone: 26735138 / 26735161 Fax: 26741658

F. No. NIPGR/Engg./5/5/2015-16

Dated: 31.03.2016

## NOTICE INVITING TENDER

Sealed item rate Tenders are invited in two bid system on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110 067 for the annual maintenance contract of split / window air-conditioners and water coolers from approved and eligible contractors of CPWD / State PWD and those on approved list of MES, Railways, Govt. Autonomous organizations, State / Central Govt. undertaking / PSUs / other reputed organizations, so as to reach his office up to 2.30 P.M. on or before 21.04.2016.

**Name of work:** A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

Sl. No.	Estimated Cost (In ₹)	EMD (In ₹)	Time for Completion	Last date & time for sale of Tender Documents	Date & time of Submission of tenders	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	5.31 lakhs	10650.00	12 months	18.04.2016 4:00 P.M.	21.04.2016 2:30 P.M.	21.04.2016 3:00 P.M.

Tender documents can be obtained upto 4:00 P.M. on all working days on payment of ₹ 500.00 (₹ Five hundred only) in cash (Non refundable) towards the cost of tender. Earnest money in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, New Delhi will be submitted.

Tender can also be downloaded from our website [www.nipgr.ac.in](http://www.nipgr.ac.in). The tenderer must submit ₹ 500 towards the cost of tender in the form of DD drawn in favour of Director NIPGR payable at New Delhi. Tender received without the cost of tender, will not be considered.

The bids will be accepted in respect of those contractors having successfully completed three similar works each costing not less than ₹ 2.12 lakhs or two similar works each of value not less than ₹ 2.65 lakhs or single similar work of value not less than ₹ 4.25 lakhs and having annual financial turnover of ₹ 6.00 lakhs, during the last three years ending 31<sup>st</sup> March, 2016. Similar works means "A.M.C. of Split / Window type Air-conditioning units & water coolers" in Government organizations, Govt. Autonomous organizations, PSUs and other reputed organizations.

Intending tenderers must enclose self attested copies of Completion Certificates of having completed the work satisfactorily issued by an authority not below the rank of Executive Engineer or equivalent and PAN / TIN numbers. Tenders received without their details / documents will not be considered.

## GENERAL CONDITIONS

1. Sealed tenders on item rate basis are hereby invited for the work of "A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance."  
The tender document consists of Tender form, Notice Inviting Tender, Instructions to bidders, General Information, Memorandum, General Conditions of contract Agreement, General Site Rules, Procedures and Precautions, Schedule of Quantities, Terms & Conditions, which can be had at a cost of ₹ 500.00 (₹ Five hundred only) from the office of Consultant Engineer, NIPGR CAMPUS, New Delhi. Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Consultant Engineer, NIPGR Campus, New Delhi. The tender shall be received by the Consultant Engineer, NIPGR Campus, New Delhi before 2.30 P.M. on 21.04.2016. and shall be opened on the same day at 3.00 P.M. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
3. The time allowed for the completion of work is 12 months as per the work order issued by the department.
4. Every tender shall be accompanied by earnest money for ₹ 10,650.00.00 (₹ Ten thousand Six Hundred & fifty only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
5. The contractor will submit his tender after examining the tender documents, scope of work, specifications, clauses, additional terms of contract agreement, special terms & conditions, bill of quantities etc.
6. The quoted rates shall remain valid for 180 days from the date of opening of Tender. The value/scope of work of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted without any notice as per the requirements of NIPGR without assigning any reason.
7. If a tenderer whose tender is accepted fails to undertake the work as per the date of issue of award letter, the earnest money and security deposit deposited will be forfeited.
8. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
11. The successful tenderer shall have to sign the contract agreement within 10 days of the award of work.
12. All the correspondence on the tender shall be addressed to the Consultant Engineer,

Consultant Engineer

Seal & Signature of Contractor

## INSTRUCTIONS TO BIDDERS

### 1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes A.M.C. of Split / Window type Air-conditioning units & water coolers installed which the NIPGR desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR,

### 2. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders. The sealed envelope shall be SUPERSCRIBED Tender for "A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance."

#### ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit, cost of tender (if downloaded from website) & technical bid and will be opened first.

#### ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per bill of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

### 3. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

### 4. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

### 5. INSTRUCTION FOR FILLING THE TENDER:

**Tenders shall be forwarded under cover or a letter type written on the tenderer's letter-head and duly signed by the tenderer.** Signatures must be in long hand, executed in ink by a duly authorized person of the tendering firm. No oral, telegraphic or telephonic tenders or subsequent modifications there-to shall be entertained; If a tender is submitted on behalf of the partnership firm, then all the partners shall sign or may be signed by one in whose favour all the partners have given General Power Of Attorney. In case of tender submitted by a company, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

### 6. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES & WORDS:

The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender. All quantities should be calculated as per percentage given by the contractor and total should be given of every sub head and grand

total should also be given of all heads. The total amount shall be written both in figures and in words.

**7. VALIDITY PERIOD OF OFFERS:**

The rates quoted in the tender shall hold good for 180 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 180 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 180 days his earnest money deposit shall stand forfeited.

**8. TENDERER TO SIGN ALL PAGES:**

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

**9. ERASURES AND ALTERATIONS:**

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

**10. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

**11. EARNEST MONEY:**

The tender shall be accompanied by earnest money of ₹ 10,650.00 (₹ Ten thousand Six Hundred fifty only) in the form of Demand Draft only drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of works whichever is earlier.

**12. TENDER LIABLE TO REJECTION:**

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.

**13. CORRESPONDENCE:**

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

**14. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:**

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.



**15. AMENDMENT IN TENDER DOCUMENTS:**

NIPGR reserves the right to revise or amend the Bid Documents upto the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

**16. REFERENCE IN TENDER DOCUMENTS:**

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

**17. CONSULTANT ENGINEER**

Where ever the word "Consultant Engineer" occurs it shall mean the authorized Engineer appointed by the NIPGR for the superintendence of the execution of works.

**Consultant Engineer**

**Seal & Signature of Contractor**

**GENERAL INFORMATION**

1	Accepting Authority	Director, NIPGR, New Delhi.
2	Reference Book	i) CPWD specifications (Latest as on date of tender) ii) B.I.S. specifications (latest edition)
3	Earnest money	₹ 10,650.00.00 (₹ Ten thousand Six Hundred & fifty only) to be furnished with the tender in the form of the demand draft (No interest is payable on security deposit & E.M.D.).
4	Security deposit	<p>The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance Guarantee shall be an amount equal to 5% of the tendered and accepted value of work in one of the following forms:</p> <ol style="list-style-type: none"> <li>1. Deposit at call receipts / Banker's cheque/D.D./Pay Order of scheduled bank.</li> <li>2. An irrevocable Bank Guarantee Bond of any scheduled bank or the State Bank of India in prescribed form given in the Annexure.</li> </ol> <p>A sum @ 5% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to Security Deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Guarantee within the period prescribed for commencement of work in the letter of award issued to him.</p>
5	Authority competent to grant extension of time	Director NIPGR or authorized person by Director, NIPGR
6	Tools & plants	To be arranged by contractor
7	Schedule of Minimum wages	As per notification issued by CPWD.
8	Authority competent to reduce the compensation amount	Director ,NIPGR
9	Release Security Deposit / Performance Guarantee	The Performance Guarantee shall be refunded to the contractor on completion of the work and recording of completion certificate and the Security Deposit be released after one year of completion of work.
10	Periodicity of submission of interim Bills	Quarterly (once in 3 months)
11	Authority Competent to Appoint Arbitrator	Director, NIPGR

**Seal & Signature of Contractor**

**Consultant Engineer**



**MEMORANDUM**

a)	Name of work		A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.
b)	Estimated cost		₹ 5.31 lakhs.
c)	Earnest money		₹ 10,650.00.00 (₹ Ten thousand Six Hundred & fifty only) in the form of Demand Draft in favour of NIPGR payable at JNU CAMPUS,, New Delhi. (No interest is payable on earnest money).
d)	Time allowed for the completion of work		12 months

Place  
Date:

(Seal & Signature of Contractor)



**GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS**

**1 SITE WORKING RULES AND REGULATIONS**

a) The contractor shall furnish Consultant Engineer, NIPGR the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

**Consultant Engineer**

**Seal & Signature of Contractor**

**SCHEDULE OF QUANTITIES**

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
----------	---------------------	------	------	------	--------

Attached at pages :

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of ₹ 10,650.00.00 (₹ Ten thousand Six Hundred & fifty only) deposited by me/us as earnest money in favour of NIPGR , New Delhi., shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money and security deposit. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum.
- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2016

**Signature of Tenderer**



## TERMS & CONDITIONS

**Name of work:** A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

1. The tenderers are advised to visit the site, i.e., the location of the equipments, routes of pipes / cables, etc., before tendering. It shall be presumed that while quoting, the tenderer has taken due note of the working conditions.
2. All required tools such as Test lamps, ladder, Spanners, cutting pliers, screw drivers, Grease gun, vacuum cleaner / blower, other T&P like multi-meter, Tong-tester, etc., required for the proper maintenance of the installation shall be arranged by the contractor.
3. The contractor is responsible for watch & ward and the upkeep of the installations in perfect working condition, carrying out routine check and to attend any breakdown immediately.
4. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning shall be carried out.
5. After taking over the site, the contractor will check all the installations and submit the report mentioning the defects during taking over the system within 15 days. After 15 days every defect noticed will be attended by the contractor.
6. Informing the Department well in advance about the requirement of any spares, consumables items necessary for satisfactory maintenance and upkeep of the A.C. system.
7. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery shall be made good by the contractor at his own cost.
8. Contractor would be bound to execute such additional items, which can be termed as logical, essential and necessary (even though not listed in schedule of work) for the effective execution of the work in totality, rates for such items of work shall be rationally analysed / derived and would be binding on the contractor.
9. If any worker engaged, is found to be not suitable for the position, the contractor has to remove the person from the site immediately and substitute is posted. The decision of Institute in this regard shall be final and binding on the contractor.
10. Attendance register of the staff engaged shall be maintained and the same shall be countersigned by the Institute.
11. The security deposit will be returned after one year of completion of the contract period or payment of last bill, whichever is earlier subject to compliance of tender conditions to the satisfaction of the consultant engineer.
12. The contractor shall be responsible for good behavior and character of the staff engaged by him.
13. A separate service booklet for NIPGR shall be maintained by the contractor in which all the entries in respect of A/C's shall be made & shall be got certified by the user of the A/C / Institute.
14. The total rates quoted by the agency shall be inclusive of material and labour charges.
15. The validity of AMC is initially for 12 months which may be curtailed / extended at the discretion of the Institute and on satisfactory performance.
16. The rates quoted in the price bid shall be inclusive of all taxes (VAT, Service Tax, Sales Tax, etc.) and nothing extra will be paid.
- 16(a) TDS shall be affected as per prevailing rules.



17. The contractor is responsible for the upkeep of the installation in perfect working condition, carrying out routine checkup and to attend any breakdown immediately.
18. The agency shall have an office established in Delhi NCR region.
19. The agency must be expertise in the field of maintenance of split / window A.C.
20. If any complaint remains pending due to contractor's negligence or any other reason for which contractor is held responsible, recovery will be made.
  - a) The complaint should be attended within 24 hrs. from getting the complaint. Major & urgent complaints should be attended on the same day. If the contractor fails to attend the complaint, penalty @ ₹ 1500 per day per complaint shall be made within 4 hrs. of complaint lodged.
  - b) In case of any A.C., water cooler remains unserviceable for more than 3 days, a recovery will be made @ ₹ 1,000 per day basis. The water cooler shall be serviced every 15 days with potassium permanganate and thereby cleaned thoroughly from inside to have pure drinking water.
21. The following work comes in the scope of the AMC :-
  - a) Attending of any number of break down calls during normal working hours.
  - b) Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
  - c) Any other service pertaining to the effective performance of the A/C unit.
  - d) In case the compressor goes out of order the same shall be replaced by the new compressor by the contractor after getting the approval of E.I.C. or his authorized representative. The decision of E.I.C in this matter shall be final & binding on contractor.
  - e) The items costing more than ₹ 2,000.00 (₹ Two Thousand only) not in the list of spares shall be issued by the department free of cost for replacement. However replacement of other miscellaneous material costing not more than ₹ 2,000.00 shall be arranged by contractor and replaced as & when required **after getting approval of the E.I.C or his authorized representative**. The payment however shall be made on production of valid vouchers and justified amount as per prevailing market rates of the item shall be payable. Nothing extra on account of handling & transportation etc shall be paid. The decision of E.I.C in this matter shall be final & binding on contractor.
22. All kind of repairs shall be carried out within 48 hours from time of complaint lodged. The inventory for the A/C's is enclosed as per Annexure 'A'.
23. Shifting of A.C. unit from present location to another location is covered under the scope of contract. Also Leak Test of Split / Window / cassette AC/water cooler is also covered under scope of contract.
24. Preventive maintenance checks shall be carried out monthly and record of having checked shall be maintained and in case units are not checked Pro-rata recovery shall be made from the R.A. bills.
25. Servicing of complete unit with caustic soda shall be done as & when asked by E.I.C. If not done, then recovery @ Rs. 500.00 per A.C. shall be made.
26. The first service shall be provided within a week after award of work. If not carried out, recovery @ ₹ 1500.00 per day shall be made.
27. Electricity and water will be supplied free of cost. The material for servicing like pipe, motor, ladder etc., shall be arranged by the contractor & nothing extra shall be paid.
28. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.

*Handwritten signature*

29. Department shall in no way be involved in any dispute of any kind between the contractor and the staff engaged by him.
30. The contractor shall arrange uniform for all the workers at his own cost & nothing extra will be paid. If, staff does not reaches office in uniform, recovery @ Rs. 100/- per day per person shall be made from the bill.
31. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
32. As soon as any defect is noticed in any of the equipment / accessories, the same will be brought to the knowledge of the Institute.
33. No labour below the age of 18 years shall be employed on work.
34. Agency shall maintain log book as well as History Book at site and shall record the data as per instruction of the Institute.
35. All the staff deployed by the agency at site shall be suitably qualified with adequate experience in operation and maintenance of split/window AC and its associated equipments and other air conditioning units covered in the scope of work. Details of their educational qualifications, trade certificates experience, etc., shall be submitted to the NIPGR for reference and records. The staff which is required for maintenance of AC's are AC mechanic and helper each. The qualification of A.C. Mechanic shall be at least ITI holder with 3 years experience and helper shall be at least matriculate.
36. The Institute has the right to increase / decrease the no. of equipments. The Institute shall procure the spares i.e. material required for AC's as per requirement during the AMC period.
37. The department reserves the right to terminate the contract by giving one month notice in writing during the currency of the contract without any financial repercussions on either side.
38. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.
39. The Institute will not be responsible, if any accident occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
40. The contractor shall provide sufficient safeguard to avoid any accident.
41. The A.C. mechanic & helper of the agency shall perform his duty everyday (general working hours 09:00 am to 05:30 PM) except Sunday and holidays.
42. If a tenderer whose tender is accepted fails to undertake the work as per terms & conditions of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited.
43. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
44. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
45. The successful tenderer shall have to sign the contract agreement within 15 days of the allotment of work.
46. The agency shall provide all standby material such as A.C. motor, A.C compressors & all necessary material required for the A.C's at site to rectify the urgent complaint on the same day.
47. The agency shall rectify all the equipments attached with split/window/cassette AC's such as temperature controllers, humidity controllers, switching unit, heaters etc under the above scope of work.



48. The quantity for requirement of spares may vary as per requirement and shall be paid as per rates quoted in SOQ.
49. Rates quoted by the tenderer below minimum wages of Delhi NCR shall not be considered.
50. Analysis of rates for the quoted amount must be submitted along with Financial Bid.
51. Following checks shall be carried out during the servicing/monthly check.
- (a) Check for refrigerant leaks and proper refrigerant levels on the high and low pressure sides. Repair all leaks.
  - (b) Check condenser coil and clean if needed. Keep debris away from unit.
  - (c) Straighten any bent heat exchanger fins on condenser coil.
  - (d) Check suction pipe insulation and replace if needed.
  - (e) Lubricate fan motors and bearings. Replace worn bearings.
  - (f) Check fan blades for damage and clean if needed.
  - (g) Check all wiring, electrical connections, contactors, capacitors, relays, etc., for wear, cleanliness and proper operation.
  - (h) Visually inspect compressor and check amp draw.
  - (i) Check condensate drain and pan then advise of any discrepancies.
  - (j) Check expansion valve & coil temperatures, lubricate parts as needed.
  - (k) Check evaporator coil and advise if dirty or if it needs cleaning.
  - (l) Check the shape that the total system is in and advise client / customer of discrepancies.
52. PAN/TIN issued by the respective departments must be mentioned while quoting the rates.

PAN No.:  
TIN No.:

**Consultant Engineer**

**Seal & signature of contractor**



**'CERTIFICATE FOR SITE INSPECTION'**  
**Pre-qualification criteria of NIT**

Certified that we have visited the site on ..... And assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

**(Signature of Bidder with seal)**

Name:

Address:

Date:

Consultant Engineer

### List of AC in NIPGR

A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

S.No	Type of AC	Location of Installation	Stabilizer	Temp. controller/ humidity controller	Humidifier	Equipment number	Year of installation	Capacity (TR)
1	Split AC	Office of POE	no	Temp. no	Humidity no	no		2
2	Split AC	Office of POE	no	no	no	no		2
3	Split AC	PS To POE	no	no	no	NIPGR/EQ/01/07-08	2007-2008	1
4	Split AC	Visitors Room - 2nd Floor	no	no	no	NIPGR/2		1
5	Split AC	Lab 201	yes	no	no			1
6	Split AC	Lab 201	yes	yes	yes			1.5
7	Split AC	Lab 201	yes	yes				1.5
8	Split AC	Lab 202	yes	Yes	yes	NIPGR/1		1
9	Split AC	Lab 202	yes	Yes		NIPGR/EQ/12/09-10	2009-10	1
10	Tower AC	Lab 202 - Classroom	yes	no	no			2
11	Split AC	Panel Room Lab 202	yes	no	no			2
12	Cassette AC - 1	Server Room	no	yes	no			4
13	Cassette AC - 2	Server Room	no	ys	no			4
14	Split AC	Lab 202- Computer Room	no	no	no			1
15	Split AC	Lab 202 Right Room	no	no	no			2
16	Split AC	Lab 202 Right Room	no	no	no			2
17	Split AC	Lab 203	yes	yes	no	NIPGR/EQ/54/2007-2008		2
18	Split AC	Lab 203				NIPGR/2		1.5
19	Split AC	Lab 203	yes	yes	yes	NIPGR/1		1
20	Split AC	Lab 204	yes	no	no	NIPGR/1		1
21	Split AC	Lab 205	yes	no	no	NIPGR/1		1
22	Split AC	Lab 205	yes	yes	no	NIPGR/EQ/11/1/10-11	2010-11	2
23	Split AC	Lab 205	yes	yes	no	NIPGR/EQ/11/1/10-11	2010-11	2
24	Cold Room	1st Floor	no	no	no	29/NIPGR/2		2
25	Cold Room	1st Floor	no	no	no	28/NIPGR/2		2
26	Cold Room	2nd Floor	no	no	no	27/NIPGR/2		2
27	Cold Room	2nd Floor	no	no	no	26/NIPGR/2		2

### List of AC in NIPGR

A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

S.No	Type of AC	Location of installation	Stabilizer	Temp. controller/ humidity controller		Humidifier	Equipment number	Year of installation	Capacity (TR)
				Temp.	Humidity				
28	Split AC	Visitors Room - 1st Floor	no	no	no	13/NIPGR/1		1	
29	Split AC	Lab 101	yes	no	no	14/NIPGR/1		1	
30	Split AC	Lab 101	yes	no	no	SC/NPCGR/101/04-05	2004-05	2	
31	Split AC	Lab 101	yes	Yes				1.5	
32	Split AC	Lab 102	yes	no	no	NIPGR/EQ/8/06-07	2006-07	1	
33	Split AC	Lab 103	yes	Yes	yes	NIPGR/O/PR/DC/No9/08-09	2009-09	1.5	
34	Split AC	Lab 103	yes	Yes		NIPGR/DC/DBT/9/8-9	2008-09	1.5	
35	Split AC	Lab 104	yes	no	no	NIPGR/EQ/112/2008-09	2008-09	2	
36	Split AC	Lab 105	yes	no	no	NIPGR/EQ/10/06-07	2006-07	1	
37	Split AC	Committee Room	yes	no	no	30/NIPGR/1.5		1.5	
38	Split AC	1st Floor Clf	yes	no	no	NIPGR/EQ/8/09-10	2009-10	2	
39	Split AC	Millipore Room - Clf	yes	no	no	NIPGR/EQ/1/13-14	2013-14	2	
40	Split AC	Common Room Hostel	yes	no	no	NIPGR/EQ/39A/09-10	2009-10	2	
41	Split AC	Common Room Hostel	yes	no	no	NIPGR/39B/09-10	2009-10	2	
42	Split AC	Hostel Server Room	yes	no	no			1	
43	Split AC	Hostel Warden Office	yes	no	no	36/NIPGR/1.5		1.5	
44	Split AC	Confocal Facility	no	no	no	NIPGR/EQ/1/12-13	2012-13	2	
45	Split AC	Confocal Facility	no	no	no	NIPGR/EQ/1/12-13	2012-13	2	
46	Split AC	Proteomics Facility	yes	no	no	NIPGR/EQ/158/2007-08	2007-08	1.5	
47	Split AC	Tissue Culture 2B	yes	Yes	yes		2013-14	2	
48	Split AC	Tissue Culture 2B	yes	Yes	yes		2013-14	2	
49	Split AC	Tissue Culture 2C	yes	Yes	yes		2013-14	2	
50	Split AC	Tissue Culture 2C	yes	Yes	yes		2013-14	2	
51	Split AC	Tissue Culture 3E	yes		yes		2013-14	1.5	
52	Split AC	Tissue Culture 3D	yes					2	
53	Split AC	Tissue Culture 3D	yes	yes				2	
54	Split AC	Tissue Culture 4A	yes					1.5	

### List of AC in NIPGR

A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

S.No	Type of AC	Location of installation	Stabilizer	Temp. controller/ humidity controller		Humidifier	Equipment number	Year of installation	Capacity (TR)
				Temp.	Humidity				
55	Split AC	Tissue Culture 4A	yes	Yes				1.5	
56	Split AC	Tissue Culture 4A	yes	Yes				1.5	
57	Split AC	Tissue Culture 4B	yes	Yes	yes		2013-14	2	
58	Split AC	Tissue Culture 4B	yes	Yes	yes		2013-14	2	
59	Split AC	Tissue Culture 5B	yes	Yes	yes	NIPGR/EQ/2/13-14	2013-14	2	
60	Split AC	Tissue Culture 5B	yes	Yes	yes	NIPGR/EQ/2/13-14A	2013-14	2	
61	Split AC	Tissue Culture 5D	yes	no	no			1.5	
62	Cold Room	Micro Array		no	no			2	
63	Cold Room	Micro Array		no	no			2	
64	Split AC	DNA Sequencing	yes	no	no	NIPGR/EQ/85/2007-08	2007-08	1.5	
65	Split AC	DNA Sequencing		no	no			1.5	
66	Split AC	New DNA Sequencing		no	no			1.5	
67	Split AC	ClF - III	yes	no	no	NIPGR/O/89	2007-08	2	
68	Split AC	Advanced Microscopic	yes	no	no			1.5	
69	Split AC	Microscopic Division	yes	no	no			1.5	
70	Split AC	Microtomy	yes	no	no	8/NIPGR/1.5		1.5	
71	Split AC	Radioisotope Lab		no	no	9/NIPGR/2		2	
72	Split AC	Radioisotope Lab	yes	no	no	10/NIPGR/2/NIPGR/EQ/5 5/05-06		2	
73	Window AC	PotaCabin 1	no	no	no			1.5	
74	Window AC	PotaCabin 2	no	no	no			1.5	
75	Window AC	PotaCabin 3	no	no	no			1.5	
76	Window AC	Hostel A- 003	yes	no	no			1.5	
77	Window AC	Hostel A- 004	yes	no	no			1.5	
78	Window AC	AC Plant Room	no	no	no			1.5	
79	Split AC	Engineering Section	no	no	no			2	
80	Split AC	Engineering Section	no	no	no			1	

### List of AC in NIPGR

A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

S.No	Type of AC	Location of installation	Stabilizer	Temp. controller/ humidity controller		Humidifier	Equipment number	Year of installation	Capacity (TR)
				Temp.	Humidity				
81	Split AC	C.E Office	yes	no	no	no			2
82	Split AC	Telephone Exchange	yes	no	no	no			1.5
83	Split AC	Field Office	no	no	no	no			1.5
84	Split AC	Directors office at Residence	yes	no	no	no			1.5
85	Split AC	Guest House	yes	no	no	no			1.5
86	Split AC	Guest House	yes	no	no	no			1.5
87	Split AC	Guest House	yes	no	no	no			1.5
88	Split AC	Guest House	yes	no	no	no			1.5
89	Split AC	Guest House	yes	no	no	no			1.5
90	Split AC	Guest House	yes	no	no	no			1.5
91	Water Coolers	GF Main Block	yes	no	no	no			
92	Water Coolers	FF Main Block	yes	no	no	no			
93	Water Coolers	SF Main Block	yes	no	no	no			
94	Water Coolers	GF New Lab Block	yes	no	no	no			
95	Water Coolers	FF New Lab Block	yes	no	no	no			
96	Water Coolers	SF New Lab Block	yes	no	no	no			
97	Water Coolers	Hostel Mess	yes	no	no	no			
98	Water Coolers	FF Hostel	yes	no	no	no			
99	Water Coolers	SF Hostel	yes	no	no	no			
100	Water Coolers	GF Hostel	yes	no	no	no			
101	Split AC	Dark Room							1 TR

## **FINANCIAL BID**

**Name of work: A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.**

**CLIENT : DIRECTOR NIPGR  
NEW DELHI**

✓

**Schedule of Quantity**

Name of work: A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

## A. AMC of Split/window/cassette and water coolers

S.N.	Description Of Item	Unit	Qty.	Rates per month	No. of months	Amount per year
	SPLIT A.C.					
A.	Annual Maintenance Contract for servicing , repair & running maintenance of following 1.0 TR/ 1.5 TR, 2.0 T.R capacity Wall Split type / Window type A/C / Split Cassette type units of different makes comprising of floor / wall mounted condensing units including maintenance of Refrigerant piping work and all the scope of work specified below complete as required.	No.	1		12	
1	A.C. Mechanic 1 no. in General shift					
	Helper 1 no. in General shift					
				<b>Total Amount (A)</b>		

Seal &amp; Signature of Contractor



**Schedule of Quantity**

Name of work: A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2016-2017 and material required for day to day maintenance.

B.

**LIST OF SPARES ( if & when required)**

S. No	Description	Unit	Qnt	Rates	Make
1	Compressor for Split A/C 1.0 TR	No	2		Kirloskar/Hitachi/Voltas/Existing
2	Compressor for Split A/C 1.5 TR	No	4		Kirloskar/Hitachi/Voltas/Existing
3	Compressor for Split A/C 2.0 TR	No	3		Kirloskar/Hitachi/Voltas/Existing
4	Compressor for Window A/C 1.5 TR	No	1		Kirloskar/Hitachi/Voltas/Existing
5	Compressor for Water Cooler	No	1		Kirloskar/Hitachi/Voltas/Existing
6	Gas Charging in Split/window/watercooler	Kg	49		Kirloskar/Hitachi/Voltas/Existing
7	Running Capacitor for Split AC/Window AC/Water Cooler	No	9		Apcos/ Genco/ ISI
8	PTC Relay	No	2		L & T / Seimens
9	Contactora	No	3		L & T / Seimens
10	Accumulator	No	1		as per actual installations
11	Overload Relay	No	1		L & T / Seimens
12	Capillary & Filter	No.	5		as per actual installations
13	Rewinding of Motor ( Aluminium winding)	No.	10		As per directions of E.I.C
14	Repairing of Remote PCB	No.	4		As per directions of E.I.C
15	Repair of Auto Electronic Controller/ Voltage stabilizer	No	2		As per directions of E.I.C
16	Repairing of Temperature Controller	No	1		As per directions of E.I.C
17	Repairing of Humidity Controller	No	1		As per directions of E.I.C
18	Repairing of Switching Unit	No.	1		as per actual installations
19	Supply of Temperature Controller	No.	1		as per actual installations
20	Supply of Humidity Controller	No.	1		as per actual installations
21	Supply of Switching Unit	No.	1		As per directions of E.I.C
22	Supply of New Condensor Fan for Split / Window AC	No	8		as per actual installations
23	Supply of New Blower fan for Split/Window AC	No	1		as per actual installations
24	Supply of new remote for split / window / cassette a.c.	No.	1		as per actual installations
	<b>TOTAL (B)</b>				
	<b>GRAND TOTAL (A+B)</b>				

Seal &amp; Signature of Contractor

